



MEMORANDUM DCD #7, 2019-20

To: Chairs and Academic Directors
Cc: Chairs and Academic Directors' Assistants,
Departmental Business Officers

From: Ahmed Allahwala, Special Advisor on Experiential Education

A handwritten signature in black ink, appearing to read 'J. Mahabadi'.

Date: 14 May 2020

Re: On-campus Hiring of Co-op Students in COVID-19 Context

The ongoing global COVID-19 pandemic has detrimental impacts on the economy and the labour market. With many hiring freezes in place, young people are especially vulnerable to job loss and unemployment. Our co-op students are particularly hard hit, not only in terms of financial security, but also in their ability to stay on track with program completion. The VP Dean is urgently encouraging academic units and faculty across campus to consider hiring a co-op student.

The good news is that the federal government is showing commitment to youth employment and universities are now eligible for the federal government **Student Work Placement Program (SWPP)** which covers 50-70% (\$5,000-\$7,000) of a co-op student salary for domestic students. These subsidies make hiring a UTSC co-op student much more affordable than it was before.

In the spirit of 'inclusive excellence' and equity, and to recognize the important contributions of our international students, the VP Dean has committed up to **\$150,000 as an internal subsidy** to compensate for the ineligibility of international students for federal support.

We ask Chairs and Academic Directors to discuss this opportunity with staff and faculty in their units and to think creatively about how we can collectively step up in this current moment to support our co-op students. There is a strong group of students in the current hiring cycle still looking for employment in the summer, as well as a new cohort looking for employment in the fall, and they will be able to significantly contribute to your departmental initiatives or faculty-led projects.

The UTSC Co-op offices are available to help you navigate all funding sources, sample job descriptions and to make the recruiting and hiring process a rewarding experience. Our students are incredibly talented and promise to add value to your department/project. A few notable points:

- Students can work remotely
- There is flexibility with work term start and end dates

- The recruitment process is straightforward, easy to complete, and fully supported by the Co-op Offices should you have any questions
- Co-op students work full-time hours throughout the term

Hiring UTSC co-op students - Wednesday May 20th from 12:30 pm – 1:30 pm

We invite you to join our internal FAQ session where you can ask questions or get clarification on potential co-op roles on your team or share ideas that you have. [RSVP by emailing us.](#)

How to Get Started:

Both the Arts & Science Co-op and Management Co-op offices are here to help every step of the way. For further information, please contact:

- Arts & Science Co-op - Maryam Irshad at maryam.irshad@utoronto.ca or 416-735-4187
- Management Co-op - Anurag Dhawan at anurag.dhawan@utoronto.ca or 416-208-4744